

Cultural Resources Specialist II, Certified Local Government Grant Administrator

Historic Preservation

Starting annual salary: \$33,600.00

Application deadline: January 16, 2023

The Mississippi Department of Archives and History is recruiting a Cultural Resources Specialist II, Certified Local Government Coordinator, to serve in Historic Preservation. The Certified Local Government (CLG) Grant Administrator is responsible for overseeing the Certified Local Government grant program, which is administered through partnerships with the National Park Service. The incumbent monitors, coordinates, and administers the CLG grant program to ensure grant requirements and deadlines are met, promotes historic preservation through participation in educational events and workshops, attends local historic preservation commission and city council meetings, collaborates with other agencies and organizations, and creates public awareness of the Historic Preservation Division's programs. Duties also include assisting with the CLG program as needed, assisting with community preservation efforts, and fulfilling other duties as assigned.

Key competencies include a dedicated work ethic; service orientation; the ability to develop and maintain stakeholder relationships; and strong self-management, interpersonal, and communication skills. The Certified Local Government Grant Administrator will work closely with the Certified Local Government Coordinator and under the administrative direction of the Chief of Preservation Planning.

Knowledge Base:

- Federal and state preservation programs administered by MDAH.
- Federal and state requirements of the Certified Local Government grant program.
- Understanding MDAH's preservation grant programs and funding opportunities for other preservation projects.
- Regulations of the Certified Local Government program.
- National Register of Historic Places and Statewide Historic Resources Survey programs and procedures.
- Mississippi's architectural history.
- Cultural resources' role in heritage tourism.

Abilities

- Monitor progress of the Certified Local Government grants
- Prepare Memoranda of Agreements and contracts for CLG grant recipients
- Provide technical assistance to grantees during active grant cycles
- Prepare official letters and emails to public officials
- Communicate clearly and tactfully to the public regarding local preservation laws and procedures
- General understanding of local historic preservation ordinances and assist local HPC in interpreting them for individual cases before the commission
- Work with the administration division of MDAH.



JOB ANNOUNCEMENT

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Education and experience must meet one of the following criteria:

- A Master's Degree from an accredited four-year college or university in an academic field acceptable to the employing authority, and one year of related experience in work related to the above-described duties
- A Bachelor's Degree from an accredited four-year college or university in an academic field acceptable to the employing authority and two years of experience in work related to the above-described duties. Preference may be given to degrees in history, historic preservation, architecture, or architectural history.

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal-opportunity employer.